

# MUNICIPAL COURT CLERK I

*The eligible list resulting from this examination may be used to fill similar City of Milwaukee Positions.*

**THE PURPOSE:** The Municipal Court Clerk I performs all clerical duties related to courtroom operations inside and outside the court room assisting in the fair, timely, and accurate adjudication of municipal court cases.

## **ESSENTIAL FUNCTIONS:**

- Attend all sessions of court, prepare and maintain case records.
- Enter minutes of courtroom proceedings, findings, orders, and decisions into computer system.
- Schedule court proceedings.
- Maintain a balanced court calendar.
- Administer Oath.
- Record the presence of witnesses / interpreters and other attendees.
- Schedule and follow up referrals to court-related agencies.
- Provide driving records from the Department of Transportation for Court information.
- Provide information from Criminal Justice Information System to the Court on defendant incarceration status.
- Print and furnish defendants with conviction status report, dockets and case status summaries.
- Print commitment orders for defendants ordered incarcerated at the Criminal Justice Facility.
- Secure interpreter services by notifying the Court Interpreter or Administrative Payroll Clerk of scheduled hearings.
- Perform other clerical and administrative duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## **MINIMUM REQUIREMENTS**

1. Three (3) years of clerical experience, which includes at least two (2) years in a law office or court.
2. Ability to type at a minimum of 45 words per minute.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

**NOTE: Equivalent combinations of education and experience may be also considered.**

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Proficient in the use of word processing applications.
- Knowledge of current court operations and administrative policies and procedures.
- Knowledge of Wisconsin State Statutes and City of Milwaukee Ordinances as they relate to Municipal Court operations.
- Working knowledge of English usage including spelling, grammar, and punctuation.
- Ability to effectively communicate with and maintain effective working relationships with judges, court staff, attorneys, alternative justice program staff, and the general public.
- Ability to work effectively with individuals from diverse backgrounds.
- Ability to analyze work-related situations carefully and adopt effective courses of action in a timely manner.
- Ability to maintain composure and work accurately in high pressure situations.
- Ability to sit for extended periods of time using repetitive, negligible force frequently to reach for and move objects such as paper, files, stamps.
- Ability to work overtime as required.

**THE CURRENT SALARY RANGE (540) IS: \$43,909 - \$50,147** annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance examinations; or other assessment methods. The Department of Employee

***Municipal Court Clerk I***

Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **January 28, 2011**. Receipt of applications may be discontinued after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.

**APPLICATIONS** and further information may be obtained from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs) or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751. A resume does not substitute for the required application; however, you may attach one if you wish.